



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
macombcountymi.gov/boardofcommissioners

## PERSONNEL COMMITTEE

MONDAY, JUNE 16, 2008

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #7A**
4. Approval of Minutes dated March 17, 2008 (previously distributed)
5. Public Participation
6. Recognize Recent Retirees (mailed)
7. Vacancy Reconfirmations (as recommended by Ad Hoc Committee on 6-5-08) (mailed)
- 7a. Recommendation from 6-12-08 Health Services Committee Meeting: Reconfirmation of One Administrative Secretary at Martha T. Berry (attached)
8. Report on Impact of 20 Week Hiring Delay Policy (mailed)
9. Title Change Only for Education Coordinator/Program Assistant to Program Coordinator in Community Services Agency, Head Start Program (mailed)
10. First Review of Draft of Reduction and Workforce Policy for Non-Represented Staff (mailed)
11. Executive Session to Discuss Labor Negotiations
12. New Business
13. Public Participation
14. Adjournment

## MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman  
District 23  
Chairman

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Vice-Chair

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Sarah Roberts - District 24  
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Leon Drolet - District 26



# HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

Personnel Services:  
Douglas J. Fouty  
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson  
Personnel Committee and Committee Members

FROM: Eric Herppich, Acting Director  
Human Resources

DATE: June 5, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the June 16, 2008 Personnel Committee Meeting.

Name: Ella Harrington  
Department: Martha T. Berry  
Retirement Date: May 9, 2008  
Years of Service: 19 years 10.5 months  
County Commissioner: Ed Bruley

Name: Nancy Karcz  
Department: Health  
Retirement Date: May 16, 2008  
Years of Service: 9 years  
County Commissioner: Sarah Roberts

Name: Wendy Cannon-Nicolai  
Department: Circuit Court  
Retirement Date: May 30, 2008  
Years of Service: 31 years 3.4 months  
County Commissioner: Joan Flynn

Name: Hazel Congdon  
Department: Treasurer  
Retirement Date: May 30, 2008  
Years of Service: 28 years 2.7 months  
County Commissioner: Ed Bruley

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Name: Anna Roberts  
Department: MCCSA  
Retirement Date: May 30, 2008  
Years of Service: 9 years 11.2 months  
County Commissioner: Susan Doherty

Name: Verle Valliere  
Department: Facilities & Operations  
Retirement Date: May 30, 2008  
Years of Service: 23 years 11.7 months  
County Commissioner: Brian Brdak

Name: Mary Koch  
Department: Health  
Retirement Date: June 6, 2008  
Years of Service: 20 years 3.3 months  
County Commissioner: Kathleen Tocco

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Approve the reconfirmation of the following vacancies pursuant to  
\_\_\_\_\_ the Motion passed by the Ad Hoc Committee on June 5, 2008  
\_\_\_\_\_  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chair  
\_\_\_\_\_ Personnel Committee  
\_\_\_\_\_

**CLASSIFICATION**

**DEPARTMENT**

**One Dietitian** (Jennifer Kasprzyk)

Health

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 04-30-08

Exit Interview Completed: Pending

**One Public Health Nurse II** (Nancy Karcz)

Health

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 05-16-08

Exit Interview Completed: Yes

**One Account Clerk III** (Cynthia Jean Wiegand)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 05-02-08

Exit Interview Completed: Yes

**One Computer Maintenance Clerk** (Cheri Bushman)

Prosecuting Attorney

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 01-02-08

Exit Interview Completed: Yes

COMMITTEE/MEETING DATE

Personnel \_\_\_\_\_ 06-16-08  
\_\_\_\_\_  
\_\_\_\_\_

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

**CLASSIFICATION**

**DEPARTMENT**

<b>One Nurse Aide</b> (Keauna Flemmings) Reason for Position being Vacant: Discharged Date Position to be Vacant: 05-13-08 Exit Interview Completed: Pending	Martha T. Berry
<b>One Nurse Aide</b> (Jowana Gregory) Reason for Position being Vacant: Resignation Date Position to be Vacant: 06-13-08 Exit Interview Completed: Pending	Martha T. Berry
<b>One Nurse Aide</b> (Kimberlon Harris) Reason for Position being Vacant: Discharged Date Position to be Vacant: 04-24-08 Exit Interview Completed: Pending	Martha T. Berry
<b>One Nurse Aide</b> (Sonja McIntosh) Reason for Position being Vacant: Discharged Date Position to be Vacant: 05-06-08 Exit Interview Completed: Yes	Martha T. Berry
<b>One Nurse Aide</b> (Ella Harrington) Reason for Position being Vacant: Retirement Date Position to be Vacant: 05-09-08 Exit Interview Completed: Yes*	Martha T. Berry
<b>One Team Leader</b> (Denise Wilson) Reason for Position being Vacant: Resignation Date Position to be Vacant: 05-14-08 Exit Interview Completed: Pending	Martha T. Berry

\*Did not authorize the release of the exit interview information.



# HEALTH DEPARTMENT

## Mount Clemens Health Center

43525 Elizabeth Road  
Mount Clemens, Michigan 48043  
586-469-5235 FAX 586-469-5885  
macombcountymi.gov/publichealth


RECEIVED  
APR 23 2008  
HUMAN RESOURCES

Thomas J. Kalkofen  
Director/Health Officer

Kevin P. Lokar, M.D.  
Medical Director

April 21, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR  
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH  
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING  
WIC DIETITIAN

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Ms. Jennifer Kasprzyk on April 30, 2008.

The employee in this classification, under direction of an assigned supervisor, plans and coordinates the nutrition component of the Women, Infant and Children program; provides skilled nutrition counseling services; acts as a dietary resource person to community agencies and the public.

This program is **100% Grant Funded**. Program funding is essential to maintain case load, failure to promptly fill this position will result in a loss of revenue to the County. In order to maintain quality of service, program continuity and assist families in Macomb County enrolled in the W.I.C. program, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: M. Parent  
M. Jarvis  
M. Green

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**Macomb County  
Position Analysis Questionnaire**

**RECEIVED**  
**MAY - 8 2008**

**Employee Name:** Jennifer Kasprzyk

**Classification Title and Department:** WIC Dietitian, Health Department

**Division/Program Assignment:** Family Health Services

**Describe how this position is funded:**

	<u>%</u>	<u>100 %</u>	<u>%</u>
	<u>County</u>	<u>Grant</u>	<u>Other</u>

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The WIC Dietitian is a bachelor prepared health professional with formal training in therapeutic and normal nutrition. The purpose of this position is to plan and coordinate the nutrition component of the Women, Infants and Children Supplemental Nutrition Program (WIC). The WIC Dietitian provides risk assessment and counseling as mandated by the USDA and serves as a nutrition resource person to community agencies and the public.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

Macomb County Health Department is comprised of the Divisions of Environmental Health Services, Family Health Services, and Health Promotion/Disease Control, as well as the Medical Examiner's Office, the Animal Shelter, and Emergency Medical Services. All components are managed by senior staff reporting to Health Department Administration.

The Macomb County Health Department's Family Health Services Division offers a wide variety of personal health services for the residents of Macomb County.

The Health Department provides WIC services to individuals and families at three (3) Macomb County locations: Verkuilen (Clinton Township), Southeast Health Center (St. Clair Shores) and the Centerline Early Childhood Center (Warren). The WIC program provides nutrition counseling and education, immunizations, health screenings, vouchers for nutritious food, and referrals to community agencies and health care providers.

All county residents who meet the eligibility criteria may apply and participate at no cost.



*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Program Manager	1
Same Classification Within Department or Program	WIC Dietitian, full time WIC Dietitian, part time	3 3
Other Classifications Reporting to this Immediate Supervisor	Community Health Technician, Account Clerk, Typist Clerk, Outreach Worker.	14
Classifications Directly Supervised by this Classification (if applicable)	None	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The WIC Dietitian serves as team leader for the WIC team, consisting of Community Health Technicians, Account Clerks, Typist Clerks and an Outreach Worker. As team leader, the WIC Dietitian directs the work flow, assigns tasks and responsibilities, serves in a consulting capacity on policies and procedures and makes decisions on client services. The WIC Dietitian also assists in training new staff in these classifications, and assists the Program Manager with monitoring and evaluating staff performance.

**Problem Solving Challenges:** *Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The WIC Dietitian's primary responsibility involves the certification (enrollment) of applicants into the program. During a typical day, the WIC Dietitian is responsible for the certification of up to 35 applicants, depending on the show rate for that day's appointments. This is a very fast-paced work environment with very little room for error. With so little time spent on each client, the WIC Dietitian must quickly prioritize the nutrition problem list for each client and address only the most urgent needs. On any given day, the WIC Dietitian may be faced with applicants struggling with severe medical conditions, physical disabilities, or mental impairments with little or no time to prepare a nutrition care plan.

Often there are clients who arrive late, or on the wrong day, or to the wrong location, walk-ins, or clients with missing documentation that the WIC Dietitian, as team leader, must make an immediate decision on the provision of service. In addition, a member or members of the team may be missing due to illness, vacations or position vacancy and the WIC Dietitian may have to make a reassignment of duties and responsibilities within the team to ensure that client services are completed according to mandated standards.

The WIC Dietitian provides services to a very challenging population: low-income, often undereducated, transient, sometimes illiterate or low reading ability, frequently non-English speaking, homeless, teenaged, and occasionally hostile.

The WIC Dietitian also monitors and troubleshoots conflicts within the team, and reports these to the Program Manager.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Identify participant risk and provide risk education within the WIC certification process	40%	daily	yes
2	Provide basic nutrition counseling, education and information; assists in the development and implementation of secondary nutrition education activities for participants; provide breastfeeding information and support	40%	daily	yes
3	Plans and implements special projects within assigned program area	5%	1-2 days / mo	no
4	Assesses and approves special formula requests	5%	1-3 days/week	yes
5	Serves as team leader; directs the work of the team; makes decisions regarding client services; assists with employee training	5%	daily	no
6	Makes referrals to community and health resources	5%	daily	yes
7				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

2005

25,691 certifications/4.8 FTE WIC Dietitians = 5353 WIC certifications per WIC Dietitian per year

2006

24,252 certifications/4.8 FTE Dietitians = 5052 WIC certifications per WIC Dietitian per year

2007

24,590 certifications/4.8 FTE Dietitians = 5123 WIC certifications per WIC Dietitian per year

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Often there are clients who arrive late, or on the wrong day, or to the wrong location, walk-ins, or clients with missing documentation that the WIC Dietitian, as team leader, must make an immediate decision on the provision of service. In addition, a member or members of the team may be missing due to illness, vacations or position vacancy and the WIC Dietitian may have to make a reassignment of duties and responsibilities within the team to ensure that client services are completed according to mandated standards.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
<p>The Special Supplemental Nutrition Program for Women, Infants and Children is a federally mandated Nutrition Program under Section 17 of the Child Nutrition Act of 1966, administered by the U.S. Department of Agriculture. Under Congressional rules (Code of Federal Regulations, 7 C.F.R. Part 246) only the following individuals on the staff of the local agency are authorized to determine nutritional risk and prescribe supplemental foods: Physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with emphasis in Nutrition), dietitians, registered nurses, or physician's assistants (certified by the National Committee on Certification of Physician's Assistants or certified by the State medical certifying authority). Of this group of health professionals, the dietitian or nutritionist is probably the most widely available and cost-effective.</p>	<p>The Macomb County Health Department's WIC Program currently serves over 10,000 individuals per year. No other agency within Macomb County, public or private, is poised to deliver WIC services in the same manner. Nationwide, WIC services are provided in over 9,000 clinics within 1,800 local agencies; the majority of these agencies are public health departments. If unable to deliver WIC services, the Macomb County Health Department would be ineligible for Michigan Local Public Health Accreditation.</p>

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Immunization Clinic	Coordinates care within the WIC clinic between immunization nurses and clerks who are co-located in WIC to provide immunization services to clients	Daily
Public Health Nursing	Provides referrals for home visits and follow-up on high-risk pregnant women , infants and young children seen in the WIC clinic who would benefit from a personalized in-home service. Discusses outcomes and future objectives.	Weekly
Michigan State University Extension	Provides guidance and oversight of MSUE employees contracted to assist in the provision of nutrition education to WIC clients.	Weekly

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

WIC is a short-term intervention program designed to strengthen families by influencing lifetime nutrition and health behaviors in a targeted, high-risk population. WIC's combination of nutrition education, nutritious foods, breastfeeding support, and health care oversight provides a gateway to good health.

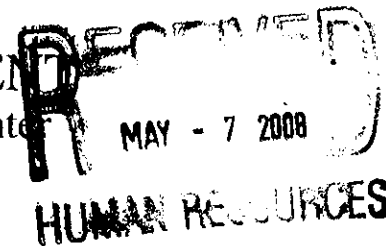
WIC is recognized as the nation's premier public health nutrition program. It has gained this reputation and garnered strong bipartisan support in Congress because of its cost-effective scientifically documented health successes.



# HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road  
Mount Clemens, Michigan 48043  
586-469-5235 FAX 586-469-5885  
macombcountymi.gov/publichealth



Thomas J. Kalkofen  
Director/Health Officer

Kevin P. Lokar, M.D.  
Medical Director

May 5, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR  
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH  
DIRECTOR/HEALTH OFFICER

SUBJECT: REQUEST TO HIRE  
PUBLIC HEALTH NURSE II  
FAMILY HEALTH SERVICES

The Macomb County Health Department requests approval to fill the open position of Public Health Nurse II left vacant by the retirement of Ms. Nancy Karcz on May 16, 2008.

The nurse in this classification, under the supervision of an assigned supervisor, provides direct nursing services in a clinical, geographic or programmatic area, teaches, consults and acts as public health resource person to individuals, families, community groups and other health care professionals. Documents appropriate data, activities in client records and draws medications into syringes ensuring accuracy for dosage.

In order to maintain quality of service in the Family Health Services program for the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: M. Parent  
M. Green

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RECEIVED  
MAY - 7 2008  
HUMAN RESOURCES

**Describe how this position is funded:**      100 %      %      %  
County      Grant      Other

The Public Health Nurse II is a bachelor prepared RN. The purpose of this position is to provide education and anticipatory guidance to clients in the home setting and use assessment skills to assure the safety and well-being of the clients (adult and infant) served. This position also fills service provider gaps in the immunization clinic to prevent interruption of vaccine administration during staff vacancies and increased demand for service. The PHN II also provides group and individual education in a variety of settings in the community.

All county residents are eligible and there is no cost for public health nursing services.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Public Health Services Coordinator	1

Same Classification Within Department or Program	Public Health Nurse II	5
Other Classifications Reporting to this Immediate Supervisor	Program Manager, Program Consultant, Community Health Tech, Account Clerk, Computer Maintenance Clerk, Outreach Worker.	9
Classifications Directly Supervised by this Classification (if applicable)	None	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The PHN II works with Account Clerks, Computer Maintenance Clerks and Typist Clerks to assure proper data entry and reporting of services provided in the home, community and clinic settings.

#### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Each PHN II carries a caseload of approximately 24 to 40 clients. Clients are classified as Early On (Medical diagnosis or delay or potential for delay), Public Health (Anticipatory guidance & Education), SIDS/Grief Counseling, Newborn Hearing/ Newborn Screening Follow up (failure of hearing test or blood screen for metabolic disease) or Lead Follow-up (child known to be lead burdened). When providing services in the home, the typical client has one or more children in the home. The nurse provides services to the parent or caregiver and any child in that home. The services include education and anticipatory guidance on what the norm is for the children, as well as what developmental milestones the children should have accomplished for their age and be expected to reach in the near future. If the family is under social or financial stress, or the child is medically fragile, the nurse assists the client in prioritizing the needs of the family and guides the client in setting goals to lessen or eradicate the stressors. This action frequently involves linking the family to other service providers and continued follow-up to assure goals are met.

Another activity of the PHN II is to provide phone resource/referral services; answers to any question phoned in from any resident. The PHN II is often asked for information beyond the realm of what would be considered normal public health concerns. To meet this demand, the PHN II must research other county and private sector programs and resources and maintain easily accessed contact numbers for those needed resources.

In the clinic setting the PHN II typically provides coverage during the lunch hour and during unexpected staff shortages. During increased demand or extended staff shortages the nurse is expected to work in clinic for entire shifts for up to four days a week. This increased demand for clinic support increases the difficulty of monitoring and providing service to their home-based caseload.



**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Providing Service to clients in the home setting, preparing for the visit, documenting visit & F/U	60%	daily	no
2	Providing immunizations, skin testing and pregnancy testing and counseling in the clinic setting on a daily basis and support flu administration in the clinic and at outreach settings.	30%	1 to 4 days/week	yes
3	Providing Phone and walk-n resource/referral service ; answering questions from the community regarding needed services and linking to needed resources	10%	2 days / mo	no
4				
5				
6				
7				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

2005

Home Visits: 1362 = 109/year/nurse # of Nursing referrals received 862 = 69/nurse/year

Resource/referral phone calls: 6631 = 530/year/nurse Immunization hours: 1799 = 144 hours/nurse/year

2006

Home Visits: 1153 = 92/year/nurse # of Nursing referrals received 930 = 74/nurse/year

Resource/referral phone calls: 6760 = 541/year/nurse Immunization Hours: 2283 = 183 hours/nurse/year

2007

Home Visits: 1200 = 96/year/nurse # of Nursing referrals received 1189 = 95/nurse/year

Resource/referral phone calls: 8519 = 682/nurse/year Immunization Hours: 2283 = 183 hours/nurse/year

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Nursing assessment of medically fragile infants and toddlers. Assistance of coordination of services with a variety of members of a medical team. Assessment of the family unit to assure the safety and well-being of dependent children in the home environment. Assess caregiver capabilities to comprehend instruction and maintain safety & well being of infants and children. Determine level and need for services based on assessments. Assist client in enrolling in services as needed. Perform developmental assessment to determine eligibility for formal evaluation for services through Early On and Macomb Intermediate School District. Refer clients over 3 years of age to local school district for formal evaluation and services.

Assess current status of immunizations on a variety of age children and adults and determine needs for those encounters based on standing orders and administer vaccines accordingly.

Assess level of need of phone resource/referral clients and provide community resources accordingly.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Inability to perform Home visits	Lack of F/u for medically fragile newborn when discharged from the hospital; lack of f/u for lead burdened children; lack of referral to the Early On Program for birth to 3 year olds with developmental delays &/or medical diagnosis; lack of f/u for hearing and newborn birth defect screening; no anticipatory guidance and education for parents of newborns and one less pair of eyes in the home to detect/prevent child abuse.
Inability to maintain adequate customer service in immunization clinic	Longer wait for individual service; inability to staff immunization clinic during peak demand and staff shortage; inability to staff flu outreach.
Inability to maintain daily phone resource referral services.	Inability to services clients in need of a variety of services on a daily basis; inability to link needy citizens (recently unemployed, uninsured, victims of abuse etc.) to community resources and referrals.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Macomb Intermediate School District	Acts as the case coordinator for Early On clients. These clients are birth to 3 years of age with a medical diagnosis, developmental delay or strong potential for developmental delay	weekly
Immunization Clinic	Provides immunizations, skin testing and pregnancy testing and counseling	Daily to weekly
Macomb County Resident	Respond to referrals received from local hospitals and individuals for newborns; Provide home visits and link to community resources; Provides resources and referrals for phone requests for services in the county.	daily

**Additional Information:**

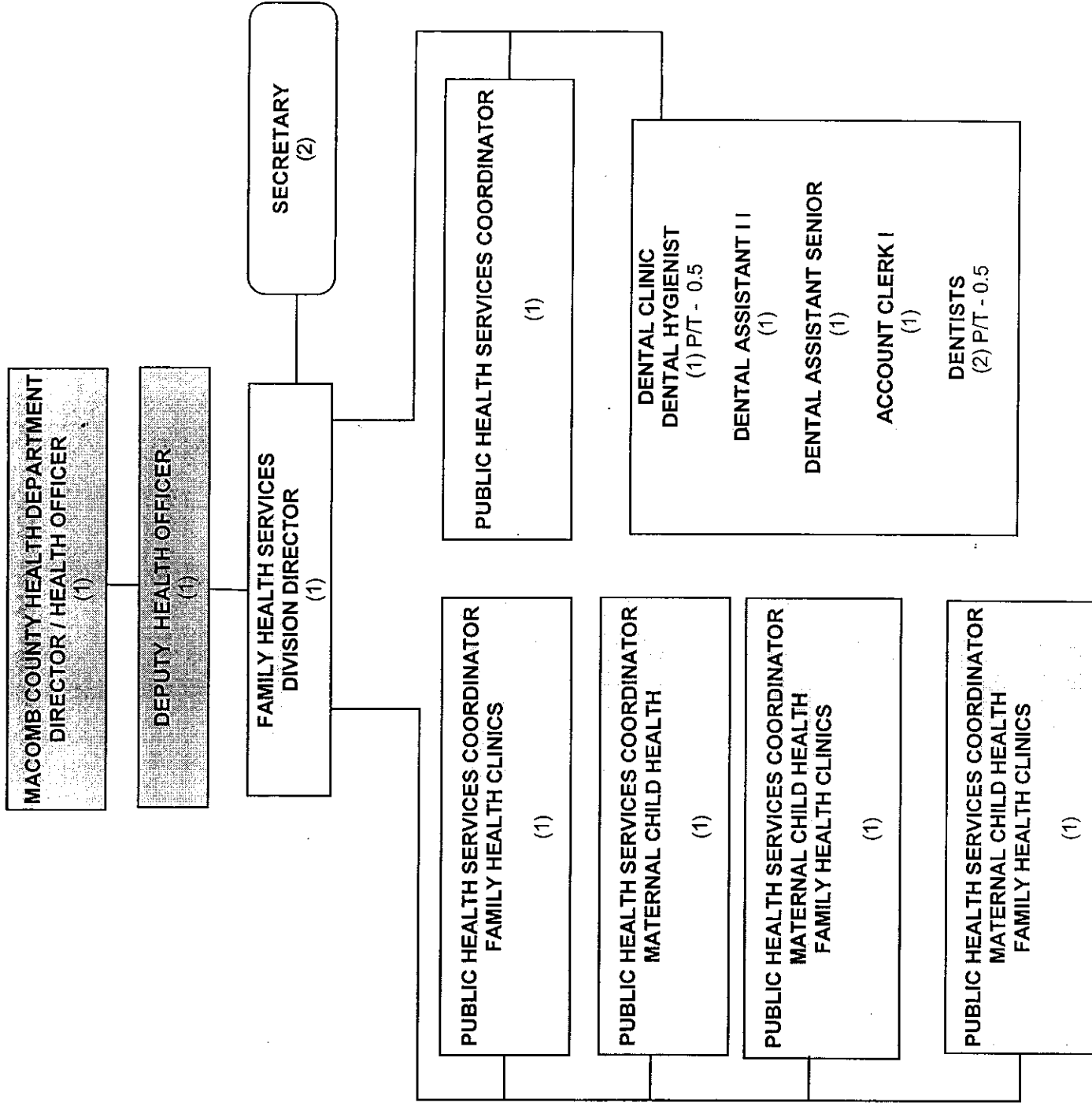
*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

In this time of economic depression in the county, the Public Health Nurse acts as a safety net to the Macomb County residents in most need. Many families have very little support and turn to the nurse for guidance and resources that in better times may have been provided by closely connected family members.

Through education and guidance, the Public Health Nurse prepares parent to better care for and understand their newborn and helps to prevent child abuse caused by the families inability to deal with the stressors in today's hectic environment. They help the parent realize a two-year saying no to everything is just developing normally verses being defiant.

When a newborn is sent home with special needs, the family is dealing with the grief of not having a normal newborn and the stress of dealing with all the specialist. The Public Health Nurse is the person who gives them the support and resources to successful deal with all the changes in their family unit.

Public Health Nurses provide education in the community in the form of Kindergarten Round-ups, Community Health Fairs, at MSU Extension for Day Care Providers, at community agencies like Compassion Pregnancy and also provide individual and group education in the school setting to students and teachers.



FAMILY HEALTH SERVICES  
DIVISION DIRECTOR  
(1)

PUBLIC HEALTH SERVICES COORDINATOR  
FAMILY HEALTH CLINICS  
(1)

MT. CLEMENS OFFICE IMMUNIZATION CLINIC

PUBLIC HEALTH NURSE III  
(1)

PUBLIC HEALTH NURSE II  
(1)

PUBLIC HEALTH NURSE I  
(2)

COMPUTER MAINTENANCE CLERK  
(4)

TYPIST CLERK I/II  
(1)

IMMUNIZATION IAP  
IAP PROGRAM ASSESSOR  
(1) \*

(1) \* P/T - 0.5

PUBLIC HEALTH NURSE I/II  
(6)

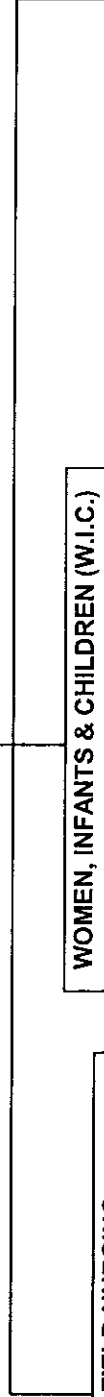
SENIOR FLU PROGRAM

NURSES  
(8)

CLERKS  
(3)  
(1) \*

FAMILY HEALTH SERVICES  
DIVISION DIRECTOR  
(1)

PUBLIC HEALTH SERVICES COORDINATOR  
MATERNAL CHILD HEALTH  
(1)



**MT. CLEMENS FIELD NURSING**

PUBLIC HEALTH NURSE I I I  
(1)

PUBLIC HEALTH NURSE I I  
(5)

COMMUNITY HEALTH TECHNICIAN  
(1)

COMPUTER MAINTENANCE CLERK  
(2)

ACCOUNT CLERK I I I I  
(1)

OUTREACH WORKER  
(1)

**WOMEN, INFANTS & CHILDREN (W.I.C.)**

PROGRAM MANAGER  
(1)

PHN III  
(1)

W.I.C. DIETICIANS  
(3)  
(4) P/T - 0.5

TYPIST CLERK I I I I  
(2)

ACCOUNT CLERK I I  
(2)

COMMUNITY HEALTH TECHNICIANS  
(6)  
(3) P/T - 0.5

OUTREACH WORKER  
(1)

**FAMILY PLANNING**

PROGRAM MANAGER  
(1)

WOMEN'S HEALTH NURSE PRACTITIONER IV  
(2)

PUBLIC HEALTH NURSE I/II  
(1)  
(2) P/T - 0.5

MEDICAL SOCIAL WORKER  
(1) P/T - 0.5

COMMUNITY HEALTH TECHNICIAN  
(3)  
(2) P/T - 0.5

ACCOUNT CLERK I/II  
(1)

FAMILY HEALTH SERVICES  
DIVISION DIRECTOR  
(1)

PUBLIC HEALTH SERVICES COORDINATOR  
MATERNAL CHILD HEALTH/  
FAMILY HEALTH CLINICS  
(1)

SOUTHEAST OFFICE FIELD NURSING  
PUBLIC HEALTH NURSE I I I  
(2)  
PUBLIC HEALTH NURSE I I  
(3)

CHILDREN'S SPECIAL HEALTH CARE SERVICES  
PHN III  
(1)  
TYPIST CLERK I I I  
(2)

SOUTHEAST OFFICE IMMUNIZATION CLINIC  
PUBLIC HEALTH NURSE I I I  
(1)  
PUBLIC HEALTH NURSE I  
(3)

IMMUNIZATION IAP  
IAP PROGRAM ASSESSOR  
(1) \*

\* CONTRACTOR

TYPIST CLERK IV  
(1)  
COMPUTER MAINTENANCE CLERK  
(1)  
ACCOUNT CLERK I/I/I  
(3)

FAMILY HEALTH SERVICES  
DIVISION DIRECTOR  
(1)

PUBLIC HEALTH SERVICES COORDINATOR  
MATERNAL CHILD HEALTH/  
FAMILY HEALTH CLINICS  
(1)

SOUTHWEST OFFICE FIELD NURSING

PUBLIC HEALTH NURSE I I I  
(2)

PUBLIC HEALTH NURSE I I  
(4)

COMPUTER MAINTENANCE CLERK  
(1)

ACCOUNT CLERK I / I I  
(1)

TYPIST CLERK I / I I  
(1)

SOUTHWEST IMMUNIZATION  
CLINIC

PUBLIC HEALTH NURSE III  
(1)

PUBLIC HEALTH NURSE II  
(1)

PUBLIC HEALTH NURSE I  
(2)

COMPUTER MAINTENANCE CLERK  
(1)

ACCOUNT CLERK I / I I  
(2)

IMMUNIZATION IAP  
IAP PROGRAM ASSESSOR  
(1) \*

\* CONTRACTOR

FHS # 5

03/03/08



MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Nancy Karcz SOCIAL SECURITY # [REDACTED]

ADDRESS 26209 Ursuline St. Clair Shores, MI 48081

DEPARTMENT Health

CLASSIFICATION Public Health Nurse II

TERMINATION DATE May 16, 2008

DATE OF HIRE May 17, 1999

REASON FOR LEAVING: ( ) LAY OFF (X) RETIREMENT

( ) DISCHARGE (X) NORMAL

( ) RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

( ) YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ( ) YES (X) NO

I (X) DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Nancy a. Karcz DATE 5-15-08

INTERVIEWER'S SIGNATURE Mindy Stike DATE 5/15/08



Martha T. Berry  
Medical Care Facility

43533 Elizabeth Road, Mount Clemens, Michigan 48043  
(586) 469-5265 FAX 586-466-7418 www.macombcountymi.gov/martha berry

APR - 1 2008

HUMAN RESOURCE

Josephine Savalle-Dunn, BSN, RN  
Administrator

Governing Board  
Roger Facione  
Penny Hader  
James E. Thompson

March 24, 2008

TO: Mr. Eric Herppich  
Human Resources- Labor Relations  
Macomb County

RE: Reconfirmation of Vacant Budgeted Position for Cynthia Wiegand

Mr. Herppich:

Please accept my request for reconfirmation of one (1) Account Clerk III.

Our patient census makes it necessary that we seek the above reconfirmation.

Failure to refill will require additional overtime so as to insure adequate patient care in accordance with established Medical Care Facility standards.

Please note this Facility continues to exercise restraint in requesting vacancy reconfirmation. This restraint is numerally governed by patient census.

This vacancy exists due to resignation of position as of 5/2/08.

Josephine Savalle-Dunn  
Administrator

cc: personnel file

**MACOMB COUNTY BOARD OF COMMISSIONERS**

William A. Crouchman  
District 23  
Chairman

Dana Camphous-Peterson  
District 18  
Vice-Chair

Leonard Haggerty  
District 21  
Sergeant-At-Arms

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Jon M. Switalski - District 4  
Susan L. Doherty - District 5

Joan Flynn - District 6  
Sue Rocca - District 7  
David Flynn - District 8  
Robert Mijac - District 9  
Philis DeSaele - District 10

Ed Szczepanski - District 11  
Peter J. Lund - District 12  
Don Brown - District 13  
Brian Brdak - District 14  
Keith Rengert - District 15

Carey Torrice - District 16  
Ed Bruley - District 17  
Paul Gielegghem - District 19  
Kathy Tocco - District 20

Betty Slinde - District 22  
Sarah Roberts - District 24  
Kathy D. Vosburg - District 25  
Leon Drolet - District 26

RECEIVED  
MAY 27 2008  
HUMAN RESOURCES

**Describe how this position is funded:**    20 %                      \_\_\_\_\_%                      80 %  
County                      Grant                      Other

The employee in this position requires an understanding of nursing departmental operations, high degree of accuracy and independent judgement. Understanding of Medicare and Medicaid rules and state regulations to keep the facility in compliance with requirements.

The mission and role of Martha T. Berry is dedicated to fostering an environment in which medical and nursing care is compassionately provided to the residents of Macomb County whose medical needs cannot be met by a typical nursing home.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Director of Nursing	See Organization chart
Same Classification Within Department or Program	Account Clerk III	See Organization chart
Other Classifications Reporting to this Immediate Supervisor	ADONs, Inservice Instructor, Shift Supervisors, Unit Managers, MDS Nurses, Team Leaders, LPNs, CNAs, Unit Clerks, CSR	See Organization chart
Classifications Directly Supervised by this Classification (if applicable)	N/A	See Organization chart

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

This individual solves problems related to regulatory compliance of the resident census, Medicare, MDS
Compliance, as well as Medicaid.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Resident census completion and Distribution for the facility.	15	Daily	Mandated by the state to complete resident percentage of occupancy.
2	Resident referrals distribution for the facility.	10	Daily	Maintain resident census
3	Resident Care Conference, scheduling and notification of resident MDS due for the facility.	15	Daily	Mandated to complete Minimum Data Set (MDS), annually, quarterly, and upon change of condition.
4	Take pictures of all residents upon admission and as indicated	10	Daily	Mandated by the state to identify residents.
5	Maintains resident watchmate list and distributes for the facility.	10	Daily	Mandated by the state to provide a safe environment for the residents.
6	Resident tracking of all incidents in the facility.	15	Daily	Mandated by the state to track, trend, incidents to identify problem areas and provide process improvement.
7	Confirms with state transmission report that scheduled MDS completed.	10	Weekly	Mandated by the state to submit MDS, annually, quarterly, and upon change of condition.
8	Maintains resident Logs, graphs per unit reports, communicates through memos varied schedules, distributes and obtains mail.	15	Daily	Schedules mandated by state regulations.

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

N/A

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

This individual solves problems related to: resident census, Resident Care Conference scheduling for the Interdisciplinary Team, resident transfers, admissions and discharges, notifies staff that residents are Medicare skilled and the number of days available, adjusts assessment reference dates, documents Residents on watchmates and notifies other departments.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
Census percentage of occupancy	Facility will not get paid for bed hold
MDSs will not be timely, or in compliance	Default to lower payment, non-payment
Residents will be at risk for injury	Facility could be cited for non-compliance, fined
Unable to identify residents	Facility could be cited, fined

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
Unit Clerks/Nursing Department	Obtain resident census, and location of residents.	Daily
Clerk Typist/Social Work Department	Resident admission and location	Daily
Minimum Data Nurses (MDS) Nurses/Nursing Department	Set up Resident Care Conference, Change of Condition, adjust Assessment Reference Date.	Daily

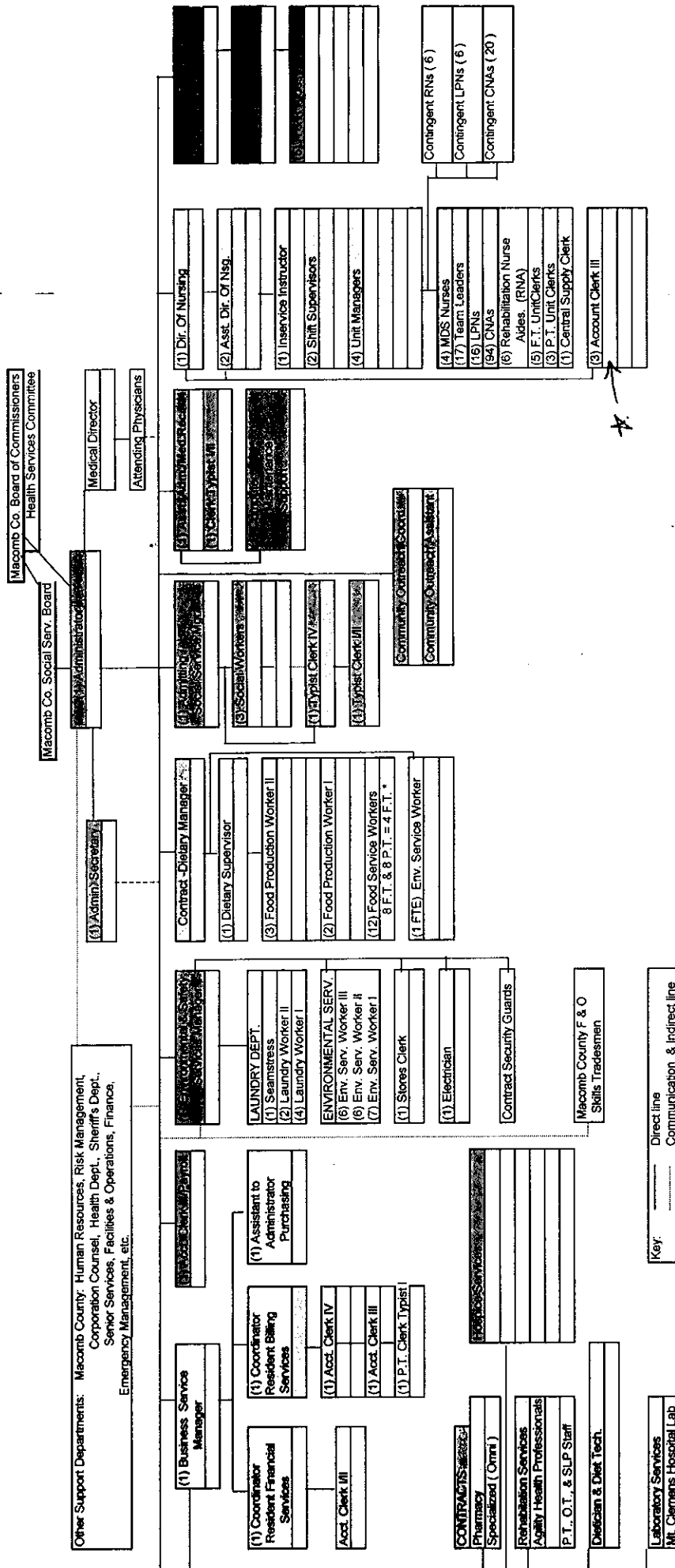
**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The Account Clerk III position is an essential clerical position within the Nursing Department at Martha
T. Berry Medical Care Facility. Duties and responsibilities are required and necessary and cannot be
reassigned.

# MARTHA T. BERRY MEDICAL CARE FACILITY

## ORGANIZATIONAL CHART





MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Cindy Wiegand SOCIAL SECURITY # [REDACTED]

ADDRESS 21501 Glacier Drive Macomb Twp, MI 48044

DEPARTMENT MTB

CLASSIFICATION Account Clerk III

TERMINATION DATE May 2, 2008

DATE OF HIRE December 11, 1999

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(X) RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

see letter

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

( ) YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES ( ) NO

I (X) DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Cynthia Wiegand DATE 4/3/08

INTERVIEWER'S SIGNATURE Lisa Federal DATE 4-3-08

March 23, 2008

Cynthia Jean Wiegand  
21501 Glacier Drive  
Macomb, MI 48044  
586.948.0994

RECEIVED

MAR 24 2008

MARTHA T. BERRY MCF

Laura Brundirks, RN, DON  
Josephine Savelle-Dunn, RN, Administrator of Martha T. Berry  
Medical Facility  
County of Macomb, Michigan Human Resources Department Head  
Eric Herppich

RE: Resignation

Please be advised I will be resigning my position as Account Clerk III in the Nursing Department of Martha T. Berry Medical Facility. My last day worked will be Friday, May 2, 2008.

I attained the full time vested status of 8 years on December 11, 2007.

I understand at this time I do not qualify for the current '70 and out formula', and will be taking a deferred pension and benefits.

I understand at this time I will be paid for my unused annual time and cola hours which I will transfer into my 457 with ING previous to my last paycheck.

I understand I will be paid for the qualifying unused sick time, annuities, longevity at age 60 and it will be used, along with the correct payment of annual time and cola towards my formula of a reduced pension when I attain the age of 60.

Thank you for your employing me over the past 9 years.

*Cynthia J. Wiegand*

RECEIVED  
APR 02 2008

HR - RETIREMENT

**ERIC J. SMITH**  
MACOMB COUNTY PROSECUTING ATTORNEY

**RECEIVED**  
MAY 28 2008

NUMBER 1-6000

**TO: Eric Herppich, Director  
Human Resources Department**

**FROM: Eric J. Smith, Prosecuting Attorney**

**RE: VACATED COMPUTER MAINTENANCE CLERK**

**DATE: May 28, 2008**

I am requesting that the Computer Maintenance Clerk position previously held by Cheri Bushman be reconfirmed at this time. My clerical staff is not able to keep up with the ever-increasing workload that my office continues to experience.

Not being able to fill a full-time position due to the mandatory 20-week waiting period for each promotion is creating additional stress and workload on my staff. We currently have three positions in this waiting period.

My clerical staff is already stretched to its maximum. Additional hardship was created by the loss of the full-time Computer Maintenance position that we lost when our Anti-Drug Enforcement Grant funding was taken away. Instead of gaining new positions, or at least maintaining the positions we do have, we are losing positions and having to wait an unreasonable amount of time to fill vacancies.

The clerical staff cannot be depleted anymore.

If you have any questions, please contact my Administrative Assistant, Dawn Mancina, at 469-5642.

EJS:dmm

Macomb County  
Position Analysis Questionnaire

RECEIVED  
APR 30 2008  
HUMAN RESOURCES

Employee Name: CHERI BUSHMAN

Classification Title and Department: COMPUTER MAINTENANCE CLERK - PROSECUTING ATTORNEY

Division/Program Assignment: GENERAL

Describe how this position is funded: 100 %      %      %  
County Grant Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

<b>GENERAL CLERICAL POSITION - NECESSARY FOR THE DAY TO DAY OPERATIONS OF THIS</b>
<b>OFFICE.</b>

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

<b>GENERAL CLERICAL POSITION - VITAL TO THE ON-GOING MISSION OF PROSECUTING</b>
<b>CRIMINAL CASES IN MACOMB COUNTY.</b>

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	<b>OFFICE SUPERVISOR</b>	<b>1</b>
Same Classification Within Department or Program	<b>COMPUTER MAINTENANCE CLERK</b>	<b>16</b>
Other Classifications Reporting to this Immediate Supervisor	<b>ALL CLERICAL WITHIN THE DEPARTMENT</b>	
Classifications Directly Supervised by this Classification (if applicable)	<b>NONE</b>	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

<b>N/A</b>

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

<b>DAY TO DAY ATTENTION TO MULTIPLE ASSIGNMENTS. TIME SENSITIVE DUTIES MUST</b>
<b>BE COUPLED WITH HIGH VOLUME OF DAILY TASKS.</b>

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	PRE-COURT EVENT DUTIES	50	DAILY	YES
2	POST-COURT EVENT DUTIES	50	DAILY	YES
3				
4				
5				
6				
7				
8				

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

N/A	WORKLOAD AND DUTIES ARE CONSISTENT WITH AND INCREASE ACCORDING TO THE
	PROSECUTOR'S STATISTICS AS PROVIDED TO THE BOARD OF COMMISSIONERS.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

CLERICAL EMPLOYEES MUST DETERMINE THE ORDER IN WHICH THEIR ASSIGNED DUTIES
MUST BE PERFORMED, ACCORDING TO THE URGENCY OF THE TASK, AND PLAN THEIR
DAILY SCHEDULES ACCORDINGLY.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

Impact on Operations	Measure of Impact
SLOW DOWN OF WORK PRODUCT	ADJOURNMENTS, DISMISSALS, RE-DOING WORK
PROSECUTOR NOT ABLE TO DO HIS JOB	IMMENSE CONSEQUENCES (ESP. TO VICTIMS)

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
COURT CLERKS/STAFF	MULTIPLE	DAILY
JAIL STAFF	PRISONER INFORMATION	DAILY
DEFENSE ATTORNEYS	MULTIPLE	DAILY

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

MY CLERICAL STAFF SIMPLY CANNOT BE DEPLETED ANY MORE THAN IT IS. WE ARE CURRENTLY
REQUIRING THE NEED FOR TWO (2) TEMPORARY CLERICAL POSITIONS TO ASSIST THE REGULAR
FULL-TIME STAFF, EVEN WHEN AT CAPACITY. ANY VACANT POSITIONS WILL CAUSE OTHER STAFF
MEMBERS TO CHANGE JOB DUTIES AND SPEND THE NECESSARY TIME TRAINING FOR SUCH, TAKING
AWAY FROM THE REQUIRED WORK THAT NEEDS TO BE DONE ON A DAILY BASIS. THERE ARE NO
EXTRA STORES WITHIN MY CLERICAL STAFF TO DRAW FROM WHEN A POSITION IS VACATED. THIS,
AND ALL CLERICAL POSITIONS ARE CRUCIAL TO THE DAY TO DAY OPERATIONS OF MY OFFICE.



MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Cheri Bushman SOCIAL SECURITY # xx-xx-3006

ADDRESS 17838 Ellery Clinton Twp, MI 48035

DEPARTMENT Prosecuting Attorney

CLASSIFICATION Computer Maintenance Clerk

TERMINATION DATE January 2, 2008

DATE OF HIRE May 11, 1998

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT  
( ) DISCHARGE ( ) NORMAL  
☒ RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

After moving from Circuit Ct to Quivite as a full person  
job instead of the temp it used to be, I am now bringing  
home my anger & frustration of the job & taking it out on my  
family. When that happens, it's time to leave what's causing the  
anger, frustration, & mental exhaustion.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?  
☒ YES ( ) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ☒ YES ( ) NO

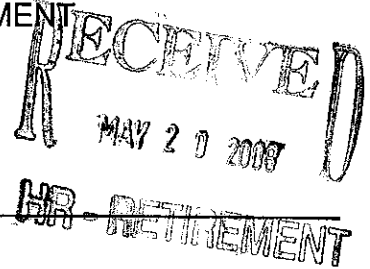
I ☒ DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Cheri Bushman DATE 1/2/08

INTERVIEWER'S SIGNATURE Lisa Fealuck DATE 1-2-08

## MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

## EMPLOYEE EXIT INTERVIEW

NAME Sonja McIntosh SOCIAL SECURITY # xxx-xx-4287ADDRESS 7482 Quinn Detroit, MI 48234DEPARTMENT Martha T. BerryCLASSIFICATION CNATERMINATION DATE May 6, 2008DATE OF HIRE May 16, 2005

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT  
(☒) DISCHARGE ( ) NORMAL  
( ) RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

*They say I was discharged due to lack of work performance. I firmly disagree. I feel as though <sup>(The DON't UNIT Manager)</sup> management needs to be investigated on how they mistreat their employees. It is a shame that a more costly entity such as agency staff are treated with a higher regard than your own. A lot of favoritism*  
DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE? *is also present*  
( ) YES (☒) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ( ) YES (☒) NO

I (☒) DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE *Sonja McIntosh* DATE 5-20-08

INTERVIEWER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_  
AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Evaluate and recommend to the Personnel Committee regarding  
the determination of each vacant personnel opening, either to reconfirm  
or to eliminate the position  
**\*\*SEE BELOW**

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chair  
Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

CLASSIFICATION

~~One Dietitian (Jennifer Kasprzyk)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 04-30-08~~

~~One Public Health Nurse II (Nancy Karcz)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 05-16-08~~

~~One Account Clerk III (Cynthia Jean Wiegand)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 05-02-08~~

\* { ~~One Administrative Secretary (Gail McAlpine)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 07-31-08~~

~~One Computer Maintenance Clerk (Cheri Bushman)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 01-02-08~~

~~One Paralegal (Incoronada Delfuoco)  
Reason for Position being Vacant: Retirement  
Date Position to be Vacant: 12-28-07~~

DEPARTMENT

~~Health~~

~~Health~~

~~Martha T. Berry~~

Martha T. Berry

~~Prosecuting Attorney~~

~~Senior Citizen Services~~

**\*REFERRED TO HEALTH  
SERVICES COMMITTEE**

**\*\*At the 6-12-08 Health Services Committee meeting, the following action was approved:**

MOTION

A motion was made by Camphous-Peterson, supported by Rocca, to approve the reconfirmation of one Administrative Secretary at Martha T. Berry, but that the position be posted with the current salary range with a notation that the salary structure is under review; further, that a review be made of the salary structures for the non-represented classifications of Administrative Secretary, Senior Secretary and Secretary on a County-wide basis with the possibility of a salary reduction for newly hired employees in these classifications and that a recommendation be brought back at the July meeting. **The Motion Carried.**

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate

Reconfirmation of Personnel

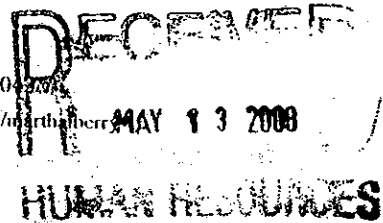
Openings 06-05-08 \*

Health Services 6-12-08 Personnel 6-16-08



Martha T. Berry  
Medical Care Facility

43533 Elizabeth Road, Mount Clemens, Michigan 48033  
(586) 469-5265 FAX 586-466-7418 www.macombcountymi.gov/martha.t.berry



Josephine Savalle-Dunn, BSN, RN  
Administrator

Governing Board  
Roger Facione  
Penny Hader  
James E. Thompson

May 8, 2008

TO: Mr. Eric Herppich  
Human Resources- Labor Relations  
Macomb County

RE: Reconfirmation of Vacant Budgeted Position for Gail McAlpine

Mr. Herppich:

Please accept my request for reconfirmation of one (1) Administrative Assistant.

Our patient census makes it necessary that we seek the above reconfirmation.

Failure to refill will require additional overtime so as to insure adequate patient care in accordance with established Medical Care Facility standards.

Please note this Facility continues to exercise restraint in requesting vacancy reconfirmation. This restraint is numerally governed by patient census.

This vacancy exists due to retirement of position as of 7/31/08.

Josephine Savalle-Dunn  
Administrator

cc: personnel file

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1  
Marvin E. Sauger - District 2  
Phillip A. DiMaria - District 3  
Ion M. Switalski - District 4  
Susan L. Doherty - District 5

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William A. Crouchman  
District 23  
Chairman

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Kathy D. Vosburg - District 25  
Leon Drolet - District 26

DECEMBER  
MAY 27 2008

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Administrator / Department Head at MTB	1
Same Classification Within Department or Program	None	
Other Classifications Reporting to this Immediate Supervisor	Managers/Supervisors at MTB as well as The payroll clerk and professional consultants	12
Classifications Directly Supervised by this Classification (if applicable)	N/A	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

Follow-up with Department Heads on behalf of Administrator for work related assignments and deadlines.

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

This position will be responsible for handling daily duties as well as any unexpected interruptions politely And professionally.
This position will be responsible for preparing /compiling required documents for State Surveyors when Required. Functions as a backup to the payroll clerk for vacation coverage. Attends Board Meetings And takes minutes, prepares materials and assures all materials are received and forwarded timely to The board members.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assists the Administrator in the planning, developing, organizing, implementing, evaluating, and performing administrative procedures.	10%	As Needed	
2	Develop and maintain a good working rapport with inter-department personnel, as well as other departments to assure that adm. services and activities can be properly maintained.	20%	Daily	
3	Schedules appointments, processes mail, answer phones, etc. Keep the Administrator advised of meetings, appointments, as necessary.	15%	Daily	
4	Assist in the establishment and maintenance of Administrative filing system.	10%	Daily	
5	Assure that the office is maintained in a clean and safe manner & that necessary equipment and supplies are maintained to perform required duties.	10%	Weekly	
6	Assist in developing, implementing and coordinating administrative policies, procedure manuals, job descriptions, etc.	10%	As needed	
7	Coordinates staff meetings, conferences, etc. Maintain schedules as appropriate.	10%	As needed	
8	Other related duties and responsibilities that may become necessary or as directed by the Administrator.	15%	As needed	



**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

N/A

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

- Provides information to residents, family members or staff as needed, or refers them to appropriate Department or agency.
- Makes written and oral reports/recommendations to the Adm. concerning administrative procedures.
- Schedules appointments for Administrator
- Represents the facility at and participates in meetings as required by the Administrator.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Significant impact affecting compliance with regulatory requirements (ie; background checks).	- Citations and civil money penalties ( CMPs)
Delays with timely distribution of Facility Policies & Procedures and being provided to department managers.	- Ineffective communication to MTB Dept. managers and staff of new policies and procedures, which could lead to citations and CMPs.
Untimely information to Governing Board Members for monthly meetings and Board of Commissioners Information.	- Disorganization, frustration of Board Members.
Lack of organization and retrieval of Administrative Records.	- Unmet deadlines, inefficiencies, and potential cost impact.
Lack of monitoring of contractual agreements	- Inability to review service changes and cost saving potential.
Untimely responses to grievances	- Non-compliance with Union Agreements.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Residents, Family Members, and other external customers.	Requests for information, concerns, etc.	Daily
Internal Customers: - Staff, Department Managers, Medical Director, Consultants, etc.	Requests for information, concerns, etc.	Daily
County and DHS Customers, other departments: Finance, HR, Risk Management, Corp. Counsel, Board of Commissioners Office, etc.	Requests for information, concerns, etc	Daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

**The primary purpose of this job position is to perform clerical duties, record keeping functions, administrative detail and follow-up functions to assist the Administrator in meeting the administrative needs of the facility in accordance with current applicable Federal, State and Local standards, guidelines and regulations, and as directed by the Administrator, to assure that proper administrative procedures are maintained at all times.**

# MARTHA T. BERRY MEDICAL CARE FACILITY

## ORGANIZATIONAL CHART

Macomb Co. Board of Commissioners  
Health Services Committee

Macomb Co. Social Serv. Board

Other Support Departments: Macomb County: Human Resources, Risk Management,  
Corporation Counsel, Health Dept., Sheriff's Dept.,  
Senior Services, Facilities & Operations, Finance,  
Emergency Management, etc.

Medical Director

Attending Physicians

(3) Admin. Secretary

(1) Business Service Manager

(1) Coordinator  
Resident Financial  
Services

(1) Coordinator  
Resident Billing  
Services

(1) Assistant to  
Administrator  
Purchasing

Asst. Clerk III

(1) Asst. Clerk IV

(1) Asst. Clerk III

(1) P.T. Clerk Typist I

CONTRACTOR  
Pharmacy  
Specialized (Omni)

Rehabilitation Services  
Agility Health Professionals  
P.T., O.T., & SLP Staff

Diagnostic & Diet Tech.

Laboratory Services  
Mt. Clemens Hospital Lab

Contract Dietary Manager

(1) Dietary Supervisor

(3) Food Production Worker II

(2) Food Production Worker I

(12) Food Service Workers  
8 F.T. & 8 P.T. = 4 F.T. \*

(1 FTE) Env. Service Worker

Contract Laundry Manager

(1) Laundry Supervisor

(1) Laundry Worker II

(1) Laundry Worker I

(1) Stores Clerk

(1) Electrician

Contract Security Guards

Macomb County F & O  
Skills Tradesmen

(1) Dir. Of Nursing

(2) Asst. Dir. Of Nursing

(1) Inservice Instructor

(2) Shift Supervisors

(4) Unit Managers

(4) MOS Nurses

(17) Team Leaders

(16) LPNs

(84) CNAs

(6) Rehabilitation Nurse  
Aides (RNA)

(5) F.T. Unit Clerks

(3) P.T. Unit Clerks

(1) Central Supply Clerk

(3) Account Clerk III

Contingent RNs (6)

Contingent LPNs (6)

Contingent CNAs (20)

Key: — Direct line  
--- Communication & Indirect line

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File report on Impact of the 20 Week Hiring Delay Policy

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chairperson

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 06-16-08



# HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

June 5, 2008

Personnel Services:  
Douglas J. Fouty  
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director  
Human Resources

RE: Receive and File Report on Impact of 20 Week Hiring Delay Policy

On December 13, 2007, the Full Board approved extending to 20 Weeks the Hiring Delay Policy for vacancies created due to resignation, retirement, termination or promotion/transfer. Exceptions to this Policy were positions in which duties and responsibilities are performed on a 24/7 basis and/or positions funded 50% or more from an external funding source. The attached report has been updated and reflects the budgetary savings for 2008 based upon the minimum salaries for the positions impacted.

EAH/mb  
Attachment

## MACOMB COUNTY BOARD OF COMMISSIONERS

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Chairman

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**2008 (20) Week Delay Savings Report as of May 30, 2008**

<b>Department</b>	<b>Position</b>	<b>Minimum Salary</b>	<b>Wages</b>	<b>Fringe Benefits</b>	<b>Total Savings</b>	<b>NOTES</b>
IT	Client Support Technician	\$33,048.12	\$635.54	\$374.97	\$1,010.51	10 week delay - 1 week in 2008
CC-ROD	Typist Clerk I	25,249.34	\$485.56	\$286.48	\$772.05	10 week delay - 1 week in 2008
Public Works	Inspector	\$32,817.55	\$3,786.64	\$2,234.12	\$6,020.76	10 week delay - 6 weeks in 2008
MTB	Environmental Services Worker - PT	\$10.73	\$1,867.02	\$149.36	\$2,016.38	10 week delay - 6 weeks in 2008
CC-ROD	Typist Clerk I	\$25,249.34	\$1,942.26	\$1,145.93	\$3,088.19	10 week delay - 4 weeks in 2008
CC-ROD	Typist Clerk I	\$25,249.34	\$3,398.95	\$2,005.38	\$5,404.33	10 week delay - 7 weeks in 2008
Circuit Court	Typist Clerk	\$27,157.33	\$3,655.79	\$2,156.92	\$5,812.71	10 week delay - 7 weeks in 2008
Probate Court - W & E	2nd Deputy Register	\$30,137.14	\$1,738.68	\$1,025.82	\$2,764.50	10 week delay - 3 weeks in 2008
MSUE	Account Clerk I - PT	\$13.22	\$951.84	\$76.15	\$1,027.99	10 week delay - 3 weeks in 2008
Veteran's Affairs	Typist Clerk I	\$25,249.34	\$1,942.26	\$1,145.93	\$3,088.19	10 week delay - 4 weeks in 2008
Health	Typist Clerk III	\$28,567.31	\$3,845.60	\$2,268.90	\$6,114.50	10 week delay - 7 weeks in 2008
Reimbursement	Account Clerk I	\$25,880.57	\$10,949.47	\$6,460.19	\$17,409.66	33 week delay - 28 weeks in 2008 22 weeks completed
Reimbursement	Account Clerk I	\$25,880.57	\$10,949.47	\$6,460.19	\$17,409.66	33 week delay - 29 weeks in 2008 22 weeks completed
Probate Court - W & E	Paralegal	\$30,935.32	\$5,949.10	\$3,509.97	\$9,459.07	10 week delay in 2008
Probate Court - W & E	Mediation Clerk IV	\$30,835.83	\$1,778.99	\$1,049.60	\$2,828.59	10 week delay - 3 weeks in 2008
Information Technology	Business System Analyst	\$55,081.24	\$8,474.04	\$4,999.68	\$13,473.72	10 week delay - 8 weeks in 2008
Information Technology	Business System Analyst	\$55,081.24	\$10,592.55	\$6,249.60	\$16,842.15	10 week delay in 2008
Information Technology	Project Manager	\$61,103.23	\$11,750.62	\$6,932.87	\$18,683.49	10 week delay in 2008

Treasurer	Personal Property Tax Collector	\$38,747.59	\$2,235.44	\$1,318.91	\$3,554.35	10 week delay - 3 weeks in 2008
Library	Page - PT	\$7.15	\$829.40	\$66.35	\$895.75	10 week delay - 4 weeks in 2008
Reimbursement	Account Clerk III	\$30,013.53	\$2,885.92	\$1,702.69	\$4,588.61	10 week delay - 5 weeks in 2008
Prosecuting Attorney	Computer Maintenance Clerk	\$29,281.49	\$2,815.53	\$1,661.16	\$4,476.69	10 week delay - 5 weeks in 2008
Facilities & Operations	Boiler Operator	\$50,648.00 24.35/hr.	\$5,844.00	\$3,447.96	\$9,291.96	10 week delay - 6 weeks in 2008
Prosecuting Attorney	Investigator	\$36,216.05	\$4,178.78	\$2,465.48	\$6,644.25	10 week delay - 6 weeks in 2008
Health	Laboratory Technician	\$28,567.31	\$4,394.97	\$2,593.03	\$6,988.00	10 week delay - 8 weeks in 2008
Information Technology	Client Support Technician	\$33,048.12	\$5,084.33	\$2,999.75	\$8,084.08	10 week delay - 8 weeks in 2008
Health	Environmentalist I/II	\$37,304.23	\$7,173.89	\$4,232.60	\$11,406.49	10 week delay in 2008
Prosecuting Attorney	Assistant II	\$58,208.45	\$22,387.87	\$13,208.84	\$35,596.71	20 week delay in 2008
Equalization	Typist Clerk III	\$28,567.31	\$10,987.43	\$6,482.58	\$17,470.01	20 week delay in 2008
CC-ROD	Typist Clerk III	\$28,567.31	\$10,987.43	\$6,482.58	\$17,470.01	20 week delay in 2008
CC-ROD	Typist Clerk III	\$28,567.31	\$10,987.43	\$6,482.58	\$17,470.01	20 week delay in 2008
Prosecuting Attorney	Assistant IV	\$66,755.77	\$25,675.30	\$15,148.42	\$40,823.72	20 week delay in 2008
Health	Computer Maintenance Clerk	\$29,281.49	\$11,262.11	\$6,644.65	\$17,906.76	20 week delay in 2008
Health	Environmentalist I/II	\$37,304.23	\$12,195.61	\$7,195.41	\$19,391.03	20 week delay 17 weeks completed
Human Resources	Account Clerk I - PT	\$13.22	\$3,701.60	\$296.13	\$3,997.73	20 week delay 14 weeks completed
CC-ROD	Typist Clerk III	\$28,567.31	\$6,592.46	\$3,889.55	\$10,482.01	20 week delay 12 weeks completed
Treasurer	Account Clerk III	\$30,013.53	\$5,771.83	\$3,405.38	\$9,177.21	20 week delay 10 weeks completed
Health	Public Health Nurse I - PT	\$19.79	\$5,739.10	\$459.13	\$6,198.23	20 week delay 10 weeks completed
Health	Typist Clerk I/II	\$25,249.34	\$4,370.08	\$2,578.35	\$6,948.42	20 week delay 9 weeks completed



Health	Dietitian - PT	\$18.84	\$4,917.24	\$393.38	\$5,310.62	20 week delay
CC-ROD	Account Clerk IV	\$30,632.03	\$3,534.47	\$2,085.33	\$5,619.80	9 weeks completed
Prosecuting Attorney	Computer Maintenance Clerk	\$29,281.49	\$2,815.53	\$1,661.16	\$4,476.69	20 week delay
CC-ROD	Typist Clerk I	\$25,249.34	\$2,427.82	\$1,432.41	\$3,860.24	6 weeks completed
CC-ROD	Computer Maintenance Clerk	\$29,281.49	\$11,262.11	\$6,644.65	\$17,906.76	20 week delay
F & O	Boiler Operator	\$50,648.00 24.35/hr.	\$19,480.00	\$11,493.20	\$30,973.20	5 week completed
Health	Technician, Vision & Hearing PT	\$13.05	\$7,190.55	\$575.24	\$7,765.79	20 week delay in 2008
CC-ROD	Computer Maintenance Clerk	\$29,281.49	\$10,135.90	\$5,980.18	\$16,116.08	20 week delay
F & O	Custodian I/II	\$27,870.55	\$9,647.50	\$5,692.02	\$15,339.52	19 weeks completed
F, & O	Custodian I/II	\$27,870.55	\$8,575.55	\$5,059.58	\$13,635.13	20 week delay
Health	Technician, Vision & Hearing PT	\$13.05	\$6,055.20	\$484.42	\$6,539.62	18 weeks completed
Health	Public Health Nurse II	\$38,701.67	\$6,698.37	\$3,952.04	\$10,650.40	20 week delay
CC-ROD	Typist Clerk I	\$25,249.34	\$2,913.39	\$1,718.90	\$4,632.28	16 weeks completed
Juvenile Court	Typist Clerk III	\$29,097.15	\$11,191.21	\$6,602.81	\$17,794.03	9 weeks completed
Information Technology	Business Systems Analyst	\$55,081.24	\$4,237.02	\$2,499.84	\$6,736.86	20 week delay
Information Technology	Programmer/Analyst	\$45,856.86	\$3,527.45	\$2,081.20	\$5,608.65	4 weeks completed
Information Technology	Programmer/Analyst	\$45,856.86	\$3,527.45	\$2,081.20	\$5,608.65	20 week delay
F & O	Custodian Foreman	\$34,214.68	\$1,973.92	\$1,164.62	\$3,138.54	4 weeks completed
				Total	\$573,801.31	20 week delay
		Cost of out of class assignments			-\$3,153.00	3 weeks completed
				Final Total	\$570,648.31	

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ Recommend a Title Change only, for the position of Education  
\_\_\_\_\_  
Coordinator/Program Assistant to Program Coordinator in the  
\_\_\_\_\_  
Macomb County Community Services Agency, Head Start Program  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chairperson  
\_\_\_\_\_  
Personnel Committee  
\_\_\_\_\_

COMMITTEE/MEETING DATE

Personnel 06-16-08  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor  
Mount Clemens, Michigan 48043  
586-469-5280 Fax 586-469-6974  
macombcountymi.gov

Labor Relations:  
Eric A. Herppich  
469-7241

June 5, 2008

Personnel Services:  
Douglas J. Fouty  
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Eric A. Herppich  Acting Director  
Human Resources

RE: Recommend a Title Change only, for the position of Education Coordinator/Program Assistant to Program Coordinator in the Macomb County Community Services Agency, Head Start Program

The Director of the Macomb County Community Services Agency has requested consideration for a title change, only, for the position of Education Coordinator/Program Assistant to Program Coordinator. This title change would be consistent with other job classifications utilized by the Department and would more accurately reflect the essential functions of the position.

Since this change is a title change only, there will be no budgetary impact.

Upon review of this request, I am recommending the Personnel Committee approve this title change only.

EAH/mb  
Attachment

cc: Frank Taylor, MCCSA Director

## MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman  
District 23  
Chairman

Dana Camphous-Peterson  
District 18  
Vice-Chair

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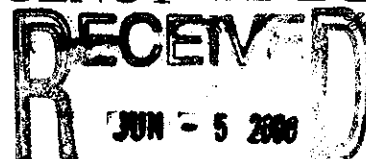
Carey Torrice - District 16  
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Kathy Tocco - District 20

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Kathy D. Vosburg - District 25  
Leon Drolet - District 26



## COMMUNITY SERVICES AGENCY

21885 Dunham Road, Suite 10  
Clinton Township, Michigan 48036  
586-469-6999 FAX 586-469-5530  
macombcountymi.gov/mccsa



HUMAN RESOURCES

June 4, 2008

Frank T. Taylor  
Director

**TO:** Eric Herppich, Acting Director  
Macomb County Human Resources

**FR:** Frank Taylor, Director *[Signature]*  
Macomb County Community Services Agency

**RE:** Request For A Job Title Change

The individual who held the Head Start Education Coordinator/Program Assistant position was recently promoted to the Head Start Program Director. Due to the program's administrative supervisory expectations, we anticipate the Education Coordinator/Program Assistant position will be filled prior to the beginning of the 2008-09 school year.

However, while reviewing the essential functions of the position, we are recommending a job title modification that would require Board of Commissioners approval. Therefore, we respectfully request a title change from Education Coordinator/Program Assistant to Program Coordinator without any change to the pay grade. The title change would be consistent with job titles utilized within our Department. In addition, the change would more accurately reflect the essential functions of the position. As you already know, the wages and fringes of this position is exclusively funded by the Head Start program.

Therefore, I am requesting your assistance in taking our recommendation to the Board of Commissioners Personnel Committee for formal action. If you have any further questions regarding our recommendation, please do not hesitate to contact me. Thank you in advance for your consideration in this matter.

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Programs and services are sponsored by the Macomb County Board of Commissioners and State and Federal grants. MCCSA complies with the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, and the American with Disabilities Act of 1990. To inquire about reasonable accommodations for persons with disabilities please contact MCCSA. Phone or TDD: (586) 469-6999.

# **RECYCLABLE PAPER**

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO \_\_\_\_\_ First Review of Draft of Reduction and Workforce Policy for  
\_\_\_\_\_ Non-Represented Staff  
\_\_\_\_\_  
\_\_\_\_\_

INTRODUCED BY: \_\_\_\_\_ Commissioner Dana Camphous-Peterson, Chairperson  
\_\_\_\_\_ Personnel Committee  
\_\_\_\_\_

COMMITTEE/MEETING DATE

Personnel                      06-16-08

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# HUMAN RESOURCES DEPARTMENT

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Eric A. Herppich June 5, 2008  
469-7241

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TO: Commissioner Dana Camphous-Peterson, Chair  
Personnel Committee and Committee Members

FROM: Eric A. Herppich *EAH* Acting Director  
Human Resources

RE: First Review of Draft Reduction and Workforce Policy for Non-Represented Staff

Attached is a draft policy of a Reduction and Workforce Policy for Non-Represented Staff for review and discussion by the Personnel Committee.

I look forward to discussing this with you at the meeting on June 16, 2008.

EAH/mb  
Attachment

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# DRAFT

## **REDUCTION IN WORK FORCE FOR NON-REPRESENTED STAFF**

### **A. Reduction in Work Force Procedure:**

1. If a Reduction in Work Force becomes necessary the following procedures will be implemented:
  - a. Layoffs, as required, shall be made within the affected classifications in the affected department.
  - b. Such reduction will be made in the first instance by terminating probationary, temporary employees, and part-time employees within the affected classification in the affected department.
  - c. If a further reduction in force is required, such layoffs will occur with full-time staff in inverse order, by length of County service time within the affected classification in the affected department.
2. When an employee is laid off, due to a reduction in work force, he or she shall be permitted to exercise his/her County service time, in the affected department, to "bump" or replace an employee with less County service time, in the affected department, in classifications in the department from which the employee was laid off, only. Such employee may "bump" an employee in an equal or lower job classification under the following conditions:
  - a. Current ability to do the available work, meet the qualifications and perform the duties of the job without a trial or training period.
  - b. An employee who qualifies for rights as set forth above, shall have the right to exercise such right or to accept layoff, by so notifying his/her Department Head in writing. Failure of the affected employee to exercise such "bumping rights" at the time of layoff, will result in forfeiture of "bumping rights" during the term of such layoff.
3. Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days notice of such layoff.

4. Employees in classifications covered by this Policy who are laid off from their regular employment as a result of a reduction in force, will be given consideration, for hire into a vacant position, for which he/she qualifies, by virtue of his/her knowledge, skills and abilities, as determined solely by the Employer.
5. Employees selected pursuant to paragraph 4 will then serve a ninety (90) day probationary period, during which time the Employer may terminate the employee. Such termination by the Employer will not affect the former layoff status of the employee.

B. Recall Procedure:

1. When the working force is increased, as authorized by the Board of Commissioners, after a layoff, employees will be recalled according to County service time in the affected department. Notice of recall shall be sent to the employee at his/her last known address, as listed in his/her personnel file, located in the Human Resources Department. If the affected employee fails to report for work within ten (10) calendar days from the date of mailing of notice of recall, his/her employment shall be considered terminated.
2. Recall rights for laid off employees will be limited to eighteen (18) months. Upon the expiration of such recall rights, the Employer shall be under no further obligation to recall the laid off employee and such employee shall be terminated.
3. Recall rights of affected employees covered by this section will be limited to the following:
  - a. Employees who are selected for employment in a new department will, should subsequent layoff occur in that department, have the option of retaining recall rights within their previous classification in accordance with the recall procedure as outlined in this Policy.
  - b. If the employee does not exercise the option outlined in 3(a) above, such employee shall be deemed to have chosen to retain recall rights in the department for which they were last laid off.
  - c. Exercise of either option, 3(a) or 3(b), shall be chosen in writing at the time of subsequent layoff in the new department and will become a part of the employee's personnel file.